



LINCOLN POLICE DEPARTMENT Support Division SOP

Unit:	<i>Forensic Identification Unit</i>
TOPIC:	<i>Video Evidence Processing Policy</i>
Revised/Updated:	<i>October 2017</i>
Reviewed:	<i>October 2017</i>

Personnel from the Forensic Identification Unit are responsible for processing video evidence related to criminal investigations. Only persons who have been trained to operate the Adobe Editing system and the AVID Forensic Video system are authorized to use the equipment. The Adobe and AVID systems are housed in a secured area within the Forensics' Unit. Personnel using the equipment will ensure that the integrity of the original evidence is maintained and proper chain of custody procedures are followed at all times.

- Officers should attempt to obtain original evidence whenever possible. If not possible, a first generation copy will be accepted however analytical results may be limited. The investigating officer should tag all evidence relating to video analysis (i.e. VHS tapes, DVD's, CD's, smart cards, thumb drives, etc.) into the Property Unit.
- All requests for video evidence analysis and/or facial recognition searches should be submitted to the Forensics Unit via an ACI. The ACI should include the following information: case number, type of offense, dates & time, victim, address, location video evidence was obtained from, property number(s), and suspect(s) information, if known. The requesting officer should also provide a brief synopsis of the case, the nature of the exam to be conducted, and description of the suspects or items to be clarified or analyzed. The requesting officer must also document the name of the person responsible for the download of the video, the person giving the video evidence to the officer, the name of the person identifying the suspect(s) captured in the video, and should note whether there is a time/date stamp and if the time/date stamp is different from the actual time/date. (ex: day light savings time change, leap year, power outage, etc...)
- The video analyst will first use a digital image capture device to make a copy of the original evidence. To maintain the integrity of the original evidence, all analyses will be performed on the copy. A history log of all clarification techniques used to increase the visibility of specific details in the image, will be documented in sufficient detail that a comparably trained person can repeat the steps and produce the same output. A copy of the clarified product may be stored on a designated digital storage device in the Forensic Video Office or stored on the Forensic Unit's 'Z' drive and maintained as evidence. If case

work is copied to a DVD/CD, or other storage device, it will be tagged into property with the original evidence.

- While processing video evidence, the analyst will evaluate and determine whether there is a suspect image that contains sufficient clarity and quality to process through the Nebraska DMV's Facial Recognition software. The video analyst will document on an ACI whether or not the image was of value and the results if the images were submitted for facial recognition.
- The video analyst will document the results of the examination in an ACI. The ACI and any still photographs produced during the examination will be forwarded to the investigating officer to confirm suspect identity. After confirmation by the Investigating officer, the video evidentiary photos will be posted on the Crime Stoppers website and/or other social media sites, when applicable. Video analyst worksheets completed prior to September 2013 are kept in a file in the video processing room. Beginning in September 2013, video analyst worksheets and Photographic composites will be uploaded into the records case file and available for viewing on-line.
- In some cases, due to lack of experience, knowledge, and /or training of the victim or cooperating business employee in regards to their video surveillance system, they may be unable to download the requested video files. In such cases, a request for 'Video Capture Assistance' may be sent via ACI to the Forensic Unit to have an analyst go to a location to assist in exporting the video footage from their surveillance system. The ACI request should be marked as 'Priority' so it can be handled as soon as the video analyst comes on duty. The ACI should also include the following information: case number, type of offense, dates and time, victim's name, address, the location the video evidence is to be obtained from, and a contact person's name and information. The requesting officer should also provide a brief synopsis of the case, the nature of exam to be conducted, a statement of whether or not the case should be posted to the Crime Stoppers website, and a description of the suspects or items to be captured and analyzed. The video analyst shall collect the video evidence from the location in an original format, when possible. If not possible, a first generation copy will be accepted, however analytical results may be limited. The Video Analyst will document the name of the person they are in contact with to obtain the video and other pertinent information relating to the video capture. Upon completion of the examination of the video evidence back at the Forensic Lab, the analyst will tag all video evidence relating to the analysis (i.e. VHS tapes, DVD's, CD's, smart cards, thumb drives, etc.) into the Property Unit, and will document the results of the examination in an ACI.
- During the course of the investigation, if any officer notes a potential error relating to a Photo Composite, Crime Stopper post, or any other social media post, they will forward an ACI to the ID Unit immediately. If a posting is determined to be in error during a weekend or holiday, the officer must contact the Duty C.O. who will contact the proper personnel to correct the

posting. The ID Unit Video Analyst or Manager will coordinate a review process and determine what course of action to take, including:

- Communicating with Education/Training, Crime Analysis, and the Public Information Officer to work together to determine removal of video evidence from all crime bulletins, the Crime Stoppers website, and other appropriate social media sites.
- Updating the ACI and documenting the date and time that the Crime Stopper/Social Media posting was removed due to an error.
- When an Investigating Officer clears a Crime Stopper related case, an ACI will be directed to the ID Unit with the disposition of the case and a request for the composite photos to be removed from the website. The video analyst will note the date and time this request is completed on the ACI. All Crime Stopper website postings will automatically be removed after six months regardless of the status of the case, unless approval by the Chief of Police is obtained to continue the posting. (ex: as in Cold Case /Felony cases.)